



**VANCE**



**FLIGHT SCHOOLS**





## *Welcome to VA-ONCE*

What is VA-ONCE? VA-ONCE is a new, enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a completely Internet based application. A team of schools and RPO representatives helped to develop the requirements used to build the application.

What is needed to run VA-ONCE? To use VA-ONCE, you must be using a recent version of either the Microsoft Internet Explorer (IE 5.5 SP2 or higher) or Netscape Navigator (NN v6.02 or higher) browsers.

What is needed to submit forms using VA-ONCE? Your school must submit a Memorandum of Understanding (MOU). If you do not already have an MOU, please contact the [VA-ONCE VBA Representative](#) to acquire one. After submission and review, your Education Liaison Representative (ELR) will be contacting you with the appropriate login information. Otherwise, please click below to start VA-ONCE.

### Start VA-ONCE

Start VA-ONCE using text only mode (This only applies to the login screen. If you would like to set text-only mode as your default way of using VA-ONCE, you can find an option for it in user preferences)

Click on “**Start VA-ONCE**” to get to Login page

# VA-ONCE

## Links

[How do I sign up for VA-ONCE?](#)

[What is my login name?](#)

[How long does the password have to be?](#)

[What if I do not remember my password?](#)

[Why doesn't the password I was sent work?](#)

[What web browser should I use?](#)

[When was the latest update?](#)

[What changes were made in the last version update?](#)

[Keyboard Shortcuts](#)

Please type in your Login Name and Password

Login Name:

Password:

**LOGIN**

[E-mail me my password?](#)

[Show me my password hint?](#)

### News Flash

If you have any suggestions for enhancements or changes to this website, please contact your Education Liaison Representative (ELR). You can locate your ELR using the following link: <http://www.gibill.va.gov/education/elr.htm> Suggestions will be evaluated, and incorporated into future version updates, if possible.

[Education Liaison Representatives](#)

[Education Home Page](#)

[Scheduled Events and Conferences](#)

[Web Automated Reference Materials System](#)

## Documents

[VA Education Manual for School Officials \(AACRAO Manual\)](#)

[Education Forms](#)

[Memorandum of Understanding](#)

Enter your Login Name and Password then click **Login**



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2-5-2573-10



Select



Admin



Reports



Logout

Student School Detail

Print

## Select Student

Search by

Search Type Search Range Search Text

<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="316"/>
<small>Status and</small>	<small>Facility Code and</small>	<small>Chapter and</small>	<small>Training Type and</small>	<small>Program and</small>	<small>RPO</small>
<input type="text" value=""/>	to <input type="text" value=""/>	<input type="text" value="ALL"/>	<input type="text" value="All"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
<small>Date Range or</small>	<small>Days until Cert End or</small>	<small>Training Time</small>	<small>Prior Credit</small>	<small>Active Duty</small>	<input type="button" value="Filter"/>
					<input type="button" value="Reset"/>

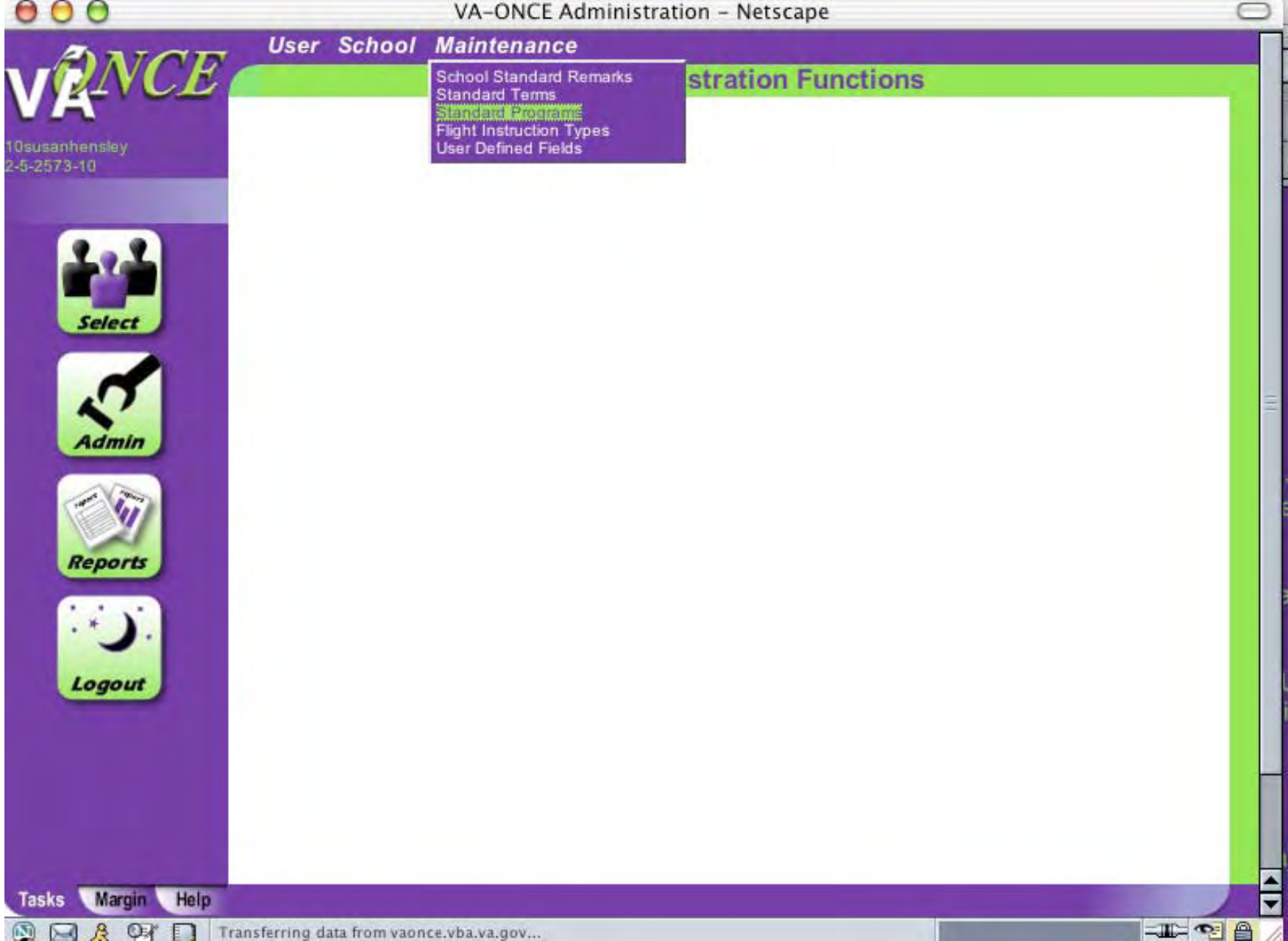
0 records found

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
No Students found for this combination of filters										

Tasks Margin Help

Connected to vaonce.vba.va.gov...

This is the main page: click on **Admin** in the left hand column to begin entering Flight Training information



Click on **Maintenance**, scroll down and click on **Standard Programs**

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2-5-2573-10

## Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
Inst	Instrument Rating	25257310		1

## Edit Program

Save

Cancel

INST.

Program Abbreviation

25257310 (REGIONAL AIRLIN

Facility Code

INSTRUMENT RATING

Program Name

1

Order Number



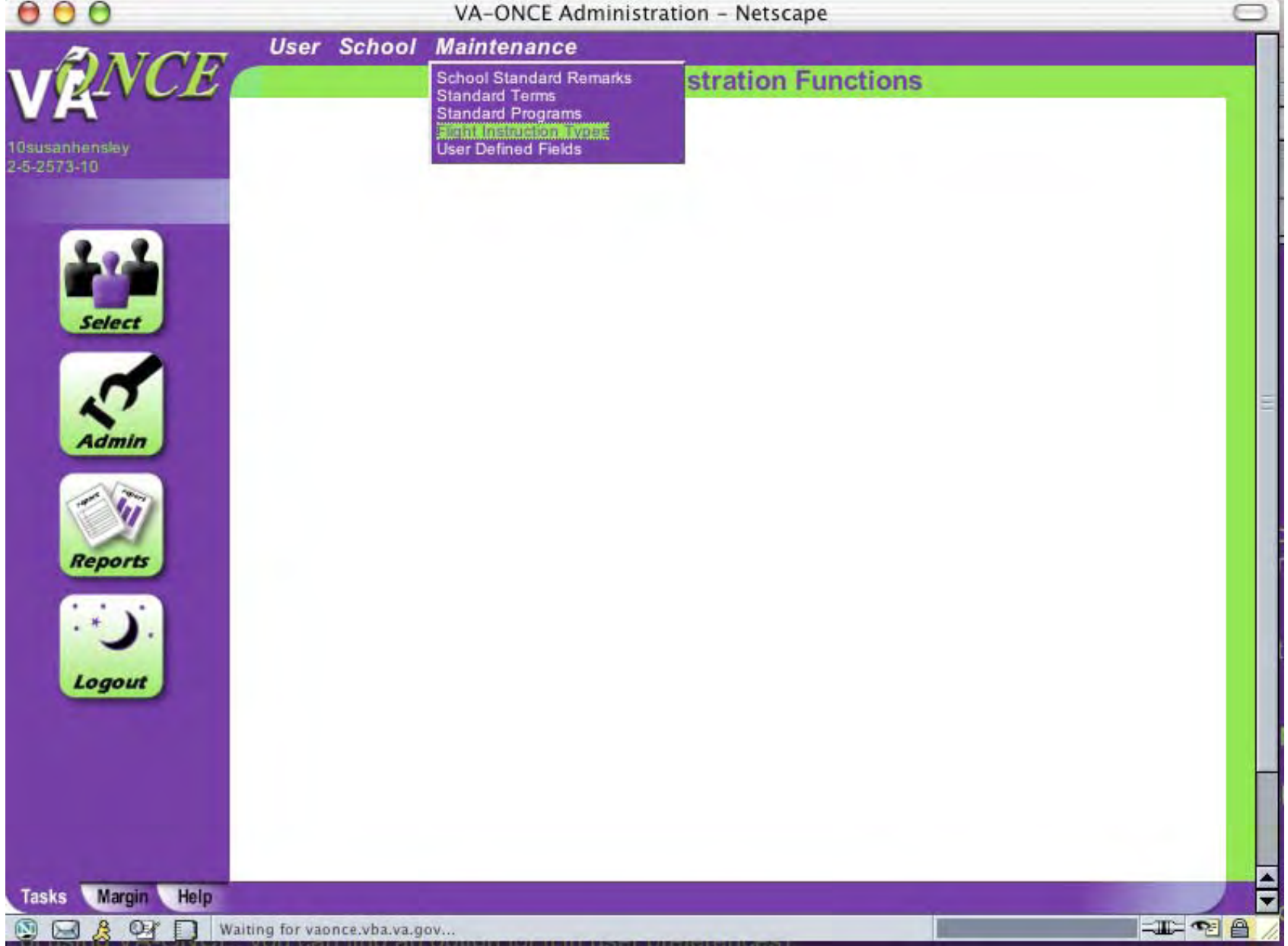
Deactivate

Tasks

Margin

Help

Enter all Programs offered, name needs to match OLAF. If you have more than one Facility Code, click on arrow to choose. Click **Save**



Click on **Admin** in left column then click on **Maintenance**, scroll down and click **Flight Instruction Types**







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2-5-2573-10



Add Delete

Print

### Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #

Enter the horsepower,  
enter 0 if not applicable

#### New Flight Instruction Type

Save Cancel

PA-28-161

Instruction Type\*

1

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Dual

Category\*

160

Horsepower\*

138.45

Rate\*

Deactivate

Enter the hourly rate. The price for  
aircraft should be wet.

VA-ONCE Flight Instruction Type Maintenance - Netscape

Add Delete Print

### VA-ONCE

1000 Main Highway  
2-5-2573-10

- Select
- Admin
- Reports
- Logout

### Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
PA-28-161	DUAL	160	138.45	25257310		1

#### Edit Flight Instruction Type

Save Cancel

PA-28-161  
Instruction Type\*

25257310 (REGIONAL AIRLINE ACADEMY)  
Facility Code


Dual  
Category\*

138.45  
Rate\*

1  
Order Number

160  
Horsepower\*

Deactivate



Click **Save**, information will be listed above



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2-5-2573-10

Add Delete

Print

### Flight Instruction Types

Instruction	Order #
PA-28-161	1

Enter Ground School information  
 Click on **Category**, scroll down  
 and click on **Ground**. If ground  
 school charge is the same for all  
 programs, you only need to enter  
 it once.



### Edit Flight Instruction Type

Save Cancel

Instrument GS  
Instruction Type\*

1  
Order Number

25257310 (REGIONAL AIRLINE ACADEMY)  
Facility Code

- Ground
- Dual
- Solo
- Pre/Post Flight
- Ground
- Other

Horsepower\*  
Deactivate

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2-5-2573-10

## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
PA-28-161	DUAL	160	\$138.45	25257310		1

## Edit Flight Instruction Type

Save

Cancel

Instrument GS

Instruction Type\*

1

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Ground

Category\*

18.52

Rate\*

0

Horsepower\*

Deactivate

Tasks Margin Help

Enter the price for that Ground School.  
Price is taken from OLAF. Click **Save**

VA-ONCE Flight Instruction Type Maintenance - Netscape

VA-ONCE

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2-5-2573-10

Add Delete Print

### Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
Instrument GS	GRND	0	\$18.52	25257310		2
PA-28-181	DUAL	180	\$138.45	25257310		1

Select  
Admin  
Reports  
Logout

### Edit Flight Instruction Type

Save Cancel

Briefing  2   
Instruction Type\* Order Number

25257310 (REGIONAL AIRLINE ACADEMY)   
Facility Code

Dual  
Solo  
Pre/Post Flight  
Ground  
Other

Horsepower\*

Deactivate

Tasks Margin Help

Connecting to vaonce.yba.va.gov...

Enter the pre/post briefing. Click **Category** then scroll down and click **Pre/Post Flight**.



Add Delete

Print

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2-5-2573-10

Select



Admin



Reports



Logout

## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
Briefing	PREPOST	0	\$35.00	25257310		3
Instrument GS	GRND	0	\$18.52	25257310		2
PA-28-161	DUAL	160	\$138.45	25257310		1

## Edit Flight Instruction Type

Save

Cancel

Briefing

3

Instruction Type\*

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Pre/Post Flight

0

Category\*

Horsepower\*

35

Rate\*

Deactivate

Tasks

Margin

Help

Enter hourly rate from OLAF. Click **Save**. When all Instruction Types have been entered, click **Select** to return to student page.



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2-5-2573-10



Student School Detail

- Adopt
- Access
- Delete
- Undelete
- Activate
- Deactivate
- Change SSN

### Select Student

Starts With

Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to

Date Range or Days until Cert Training Time Prior Credit Active Duty

0 records found

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
-----	--------	-------	-----------	------------	-------	---------	-----------	---------------

No Students found for this combination of filters

To enter a student, start from the **Select** screen then click on **Student**, scroll down and click **Adopt**.



## Adopt a Student

Enter the following information for the student

VETERAN	
Last Name*	
RAA (2-5-2573-10)	
Facility Code*	
012-34-5678	<input type="checkbox"/> Student Has No SSN
SSN*	
<b>OK</b>	<b>Cancel</b>

Enter student name and SSN #. Choose Facility Code then click **OK**



## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



Bio

Certs

VA Data

Log

History



Salutation	IAM	Middle Name	A	Last Name*	VETERAN	Suffix	
SSN*	654-32-1789	Student ID		Address*		Location	Domestic
File Number*	654-32-1789	Payee#	00 (Vet)	City*		State*	FL
Training Type*	FLIGHT	30	31	Zip*		Zip Suffix	
School Short Name	RAA	Facility Code	2-5-2573-	Phone		Extension	
Program*		1606	901	Email		Notes	
<b>Flight Information</b>							
<input type="checkbox"/> Guest Student <input type="checkbox"/> Active Duty							
Primary School Name							
User Def 1	User Def 2	User Def 3	User Def 4				

Fill in the remainder of the student information. Click on the arrow for Chapter then scroll down and click on appropriate choice.

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



Bio

Certs

VA Data

Log

History



IAM		A	VETERAN		
Salutation	First Name*	Middle Name	Last Name*	Suffix	
654-32-1789				Address*	Location Domestic
SSN*	Student ID				
654-32-1789	00 (Vet)	30			
File Number*	Payee#	Chapter*			
FLIGHT			City*	State* FL	
Training Type*	RAA		2-5-2573-1	Zip*	Zip Suffix
School Short Name	Facility Code		Extension		

- Certified Flight Instructor-Airplane
- Certified Flight Instructor-Airplane Add On
- Certified Flight Instructor-Instrument
- Certified Flight Instructor Instrument Original
- Multi Engine Land Rating
- Commercial Pilot-ASEL
- Commercial Pilot-ASEL & AMEL
- Instrument Rating
- Certified Flight Instructor-MEL
- Certified Flight Instructor MEL Original
- commercial multi 141

Click on arrow next to the Program box then scroll down and choose a course

## Bio Data

Name: VETERAN, IAM A      Program: INST.  
SSN: 654-32-1789      Chapter: 30  
File/Payee: 654-32-1789/00      Training Type: Flight



2

Bio    Certs    VA Data    Log    History



Salutation: IAM    First Name: A    Middle Name: VETERAN    Last Name:    Suffix:    Location: Domestic

SSN\*: 654-32-1789

File Number: 0    0    0    State: FL

Training Type: FLIGHT    Dual    Solo    Ground School

RAA: Private    Add

Instrument:    Remove

Program\*: Flight    OK    Cancel

Primary School:    User Def 4

Click on **Flight Information**. A pop up window will appear. Enter prior training credit if any then enter each certificate or rating held by student individually. Click **Add** after each certificate or rating. Then, click on OK to save and close window

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



**Bio**   **Certs**   **VA Data**   **Log**   **History**



Salutation	IAM	Middle Name	A	Last Name*	VETERAN	Suffix	
SSN*	654-32-1789	Student ID		Address*	1234 MILITARY LANE	Location	Domestic
File Number*	654-32-1789	Payee#	00 (Vet)	Chapter*	30	City*	HURRICANE
Training Type*	FLIGHT	School Short Name	RAA	Facility Code	2-5-2573-1	State*	FL
Instrument Rating		Phone	(432)876-9845	Zip*	54365	Zip Suffix	
Program*	Flight Information		Notes				
	<input type="checkbox"/> Guest Student	<input type="checkbox"/> Active Duty	Primary School Name				
User Def 1	User Def 2	User Def 3	User Def 4				

Enter the remaining student information.

Click **Certs** to enroll a student or create a monthly certification.

To adopt another student, click **Select** then **Student** for student screen.

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

New Enrollment  
New Certification  
Replace  
Delete  
Change to Status 2

Certs  
Program: INST.  
Chapter: 30  
Training Type: Flight

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2-5-2573-10

Bio Certs VA Data Log History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
No Records Found											

Select  
Admin  
Reports  
Logout

Taskbar: Waiting for vaonce.vba.va.gov... Non-Flight Flight

Once you've come to the Certs screen, to enroll a student in a course, click **Cert** then scroll down and click **New Enrollment**



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2-5-2573-10

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History



All  All  All  to

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL									25257310	

Edit Enrollment (1999)

Save Cancel

INST.

Course Name Course Began Date\*

Medical Certificate\* Last Exam Date\*

Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

An enrollment (1999) window will appear

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL									25257310	

## Edit Enrollment (1999)

Save Cancel

Course Name Course Began Date\*

Last Exam Date\*

Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

Tasks Margin Help

Non-Flight Flight

Fill in the Course Begin Date. Click the arrow next to the Medical Certificate box then scroll down and click on the correct class.

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL									25257310	

## Edit Enrollment (1999)

Save

Cancel

INST.	08/01/2005				
Course Name	Course Began Date*				
	07/25/2005				
Medical Certificate*	Last Exam Date*				
39.5	0	40.5	9.85	0	6500.00
Dual*	Solo*	Ground School*	Pre/Post Flight*	Other	Total Charges*

Fill in the medical exam date. Then fill in the approved program hours minus any prior credit. 'Total Charges' are taken from OLAF and reduced by the amount of prior credit given.





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2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

### Edit Enrollment (1999)

Save Cancel

INST. 08/01/2005  
Course Name Course Began Date\*

07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40.5 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other\* Total Charges\*

Tasks Margin Help

Non-Flight

Flight

Click **Save** and the information will move to the top of the screen

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

Name: VETERAN, IAM A Program: INST.  
 SSN: 654-32-1789 Chapter: 30  
 File/Payee: 654-32-1789/00 Training Type: Flight

10susanhensley  
2-5-2573-10

**3**

Bio Certs VA Data Log History

All All All to Filter

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

**Title** Save Cancel

INST. 08/01/2005  
 Course Name Course Began Date\*

Medical Certificate\* 07/25/2005  
 Last Exam Date\*

39.5 0 40 9.85 0 6500.00  
 Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

Tasks Margin Help Non-Flight Flight

Click **Complete** at the top of the page, the number near the Course name changes to 3. Click on Submit, number changes to 4.



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2-5-2573-10

[Cert](#) [Complete](#) [Submit](#)

[Print](#) [Student](#)

## Certs

[Cert List](#)  
[Selected Cert](#)

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



[Bio](#)

**[Certs](#)**

[VA Data](#)

[Log](#)

[History](#)

All  All  All  to  [Filter](#)  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

### Title

[Save](#) [Cancel](#)

INST. 08/01/2005  
Course Name Course Began Date\*

| 07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40.5 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks



To Print Enrollment, click on **Print**  
Scroll down and click on **Selected Cert**

DRAFT  
 Flight Enrollment Certification VA-ONCE ver.P016 - Chapter 30  
 (Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or 1607,  
 Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

VA File No.  
 654321789-

Student Information  
**VETERAN, IAM A**  
**1234 MILITARY LANE**  
**HURRICANE, FL 54365**

Type of Training  
**Flight**

Name of Program  
**INSTRUMENT RATING**

Vocational Flight Training (Chapters 30, 32, 1606, and 1607)  
 Credit Allowed for Previous Education and Training

Dual                  Solo                  Ground

Certificates and Ratings  
**Private**

Beginning	Dual	Solo	Ground	P/P Flight	Other	Charges
08/01/2005	39.5	0	40.5	9.85	0	\$6,500.00

Remarks

Student Medical Certificate  
**I**

Date of Last Examination  
**07/25/2005**

Change-Of-Address requested by School Certifying Official

CERTIFICATIONS: All Provisions on VA Form 22-1999 Are Certified.

Date Signed                  School Information  
**DRAFT**                      **EC SUSAN HENSLEY**

On the toolbar, go to **File**, scroll down and click on **Print**



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2-5-2573-10

Cert Complete Submit

Print Student

New Enrollment  
New Certification  
Replace  
Delete  
Change to Status 2

## Certs

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

### Title

Save Cancel

INST. 08/01/2005  
Course Name Course Began Date\*

07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

Tasks Margin Help

Non-Flight

Flight

To certify a student, click **Cert** then scroll down and click **New Certification**. A certification screen will pop up.

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

Name: VETERAN, IAM A Program: INST.  
 SSN: 654-32-1789 Chapter: 30  
 File/Payee: 654-32-1789/00 Training Type: Flight 2

10susanhensley  
2-5-2573-10

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
▼ 3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
└ 2	INST.	CERT									25257310	

**Flight Instruction** **Edit Certification (6553c)** Save Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period

Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

State and Local Sales Tax 0.00 Reporting Period Cost 0.00

Cumulative

Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

Remarks

Status

Tasks Margin Help Non-Flight Flight

Waiting for vaonce.vba.va.gov...

The program name is automatically entered. Enter the beginning and ending dates then click on signature on file. Click **Flight Instruction**.

Add Remove

## Flight Instruction

Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

## New Flight Instruction

Save Cancel

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

Filter

Cert ID

Save Cancel

Reports



Logout

Course Name	Reporting Period Begin	Reporting Period End	Signature on File			
This Period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
				State and Local Sales Tax	0.00	Reporting Period Cost
						0.00
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
			Remarks	<input type="text"/>		
Status	<input type="text"/>					

Tasks Margin Help

Non-Flight Flight

Done

A flight instruction window will pop up. Click **Add** and New Flight Instruction will appear. You can now enter the training information.

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction** [Save] [Cancel]

08/05/2005 [Instruction Date] [Instruction Type] [Instruction Category] [Horsepower] [Rate] [Hours] [Total Cost]

PA-34-200-D  
 Cessna 150-D  
 AST Hawk SEL  
 PA-28-161  
 AST Hawk MEL  
 Cessna-150-S  
 Briefing  
 Instrument Ground  
 Commercial-asel Ground  
 Commercial-amel Ground  
 CFI-A Ground  
 CFI-I Ground  
 MEI Ground  
 Commercial-asel & Amel Grou  
 Ground School  
 CFI-I Initial Ground  
 CFI MEL Initial Ground  
 Commercial Amel Grnd School  
 Advanced Briefing

Reporting Period Begin: [ ] Reporting Period End: [ ] Signature on File: [ ]  
 Solo: [ ] Ground School: [ ] Pre/Post Flight: [ ] Other: [ ] Total Charges: [ ]  
 State and Local Sales Tax: [0.00] Reporting Period Cost: [0.00]  
 Solo: [ ] Ground School: [ ] Pre/Post Flight: [ ] Other: [ ] Total Charges: [0]  
 Remarks: [ ]

Non-Flight  Flight

Enter the date of training. Click arrow in Instruction Type box then scroll down and click on the instruction type.



**Flight Instruction** Done [Print](#) [Student](#)

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction** Save Cancel

08/05/2005	PA-28-161-D	DUAL	160	138.45		
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

**Reports**

**Logout**

Course Name	Reporting Period Begin	Reporting Period End	Signature on File				
This Period							
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
				State and Local Sales Tax	0.00	Reporting Period Cost	0.00
Cumulative							
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	0
Status			Remarks				

Tasks [Margin](#) [Help](#) [Non-Flight](#) [Flight](#)

The category, horsepower and rate for that Instruction Type will be entered automatically.

**Flight Instruction** Done

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction**

08/05/2005	PA-28-161-D	DUAL	160	138.45	3	
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

**Reports**

Course Name	Reporting Period Begin	Reporting Period End	Signature on File		
This Period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dual	Solo	Ground School	Pre/Post Flight	Other
			State and Local Sales Tax	0.00	Reporting Period Cost
					0.00
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dual	Solo	Ground School	Pre/Post Flight	Other
					0
					Total Charges
Status	<input type="text"/>	Remarks	<input type="text"/>		

**Tasks** **Non-Flight** **Flight**

Enter the number of hours of training for that instruction type, then hit enter.

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Print] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**Edit Flight Instruction** [Save] [Cancel]

8/5/2005 Pa-28-161-D [v] DUAL 160 138.45 3 415.35

Instruction Date Instruction Type Category Horsepower Rate Hours Total Cost

**Reports**

Course Name Reporting Period Begin Reporting Period End

This Period	3	0	0	0	0	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
					State and Local Sales Tax	0.00
					Reporting Period Cost	415.35
Cumulative	3	0	0	0	0	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

Remarks

Status [v]

Tasks Margin Help [Non-Flight] [Flight]

The price will be calculated automatically.  
 Click **Save** and the information will move to the top of the page.

**Flight Instruction**

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**New Flight Instruction**

Instruction Date      Instruction Type      Category      Horsepower      Rate      Hours      Total Cost

---

Course Name	Reporting Period Begin	Reporting Period End					
This Period	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other		Total Charges
	State and Local Sales Tax					<input type="text" value="0.00"/>	Reporting Period Cost
							415.35
Cumulative	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other		Total Charges
	<input type="text"/>						Remarks
	<input type="text"/>						Status

Click **Add** for a new New Flight Instruction window.  
Enter the Pre/Post data.

Add Remove

## Flight Instruction

Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**New Flight Instruction**
Save Cancel

8/5/2005	Briefing	PREPOST	0	35	.75	
<small>Instruction Date</small>	<small>Instruction Type</small>	<small>Category</small>	<small>Horsepower</small>	<small>Rate</small>	<small>Hours</small>	<small>Total Cost</small>

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0	0	0	415.35
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>			<small>Total Charges</small>
<small>State and Local Sales Tax</small>						0.00	<small>Reporting Period Cost</small>
Cumulative	3	0	0	0	0	0	415.35
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>			<small>Total Charges</small>

Status
Remarks

Enter the number of Pre/Post hours.

VA-ONCE Flight Instructions - Netscape

Add Remove **Flight Instruction** Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25

**Edit Flight Instruction** Save Cancel

8/5/2005 Briefing PREPOST 0 35 0.75 26.25

Instruction Date Instruction Type Category Horsepower Rate Hours Total Cost

Filter

Cert ID

Save Cancel

Reports

Logout

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
					State and Local Sales Tax	0.00	Reporting Period Cost
Cumulative	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
Status	Remarks						

Tasks Margin Help Non-Flight Flight

Hit enter and the price will be calculated

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Print] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25

**New Flight Instruction** [Save] [Cancel]

08/31/2005 | Instrument GS | GRND | 0 | 18.52 | 40.5

Instruction Date | Instruction Type | Category | Horsepower | Rate | Hours | Total Cost

**Reports** [Logout]

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
	State and Local Sales Tax					0.00	Reporting Period Cost
						441.60	
Cumulative	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Status [v] Remarks

Tasks | Margin | Help | Non-Flight | Flight

Click **Add** then enter the information for the Ground School.

**Flight Instruction** Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25
8/31/2005	Instrument GS	GRND	0	\$18.52	40.5	\$750.06

**Edit Flight Instruction** Save Cancel

8/31/2005	Instrument GS	GRND	0	18.52	40.5	750.06
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

**Reports** Logout

Course Name	Reporting Period Begin	Reporting Period End				Total Charges
This Period	3	0	40.5	0.75	0	1191.66
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
					State and Local Sales Tax	0.00
					Reporting Period Cost	1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

Status  Remarks

Tasks Margin Help Non-Flight Flight

The price will be calculated when you hit enter. Click **Save**.  
When all Instruction Type has been entered, click on **Done**.





10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All Course Name All Status All Facility Code to Begin Date Range End Date Range Filter

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
2	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period	Dual: 3	Solo: 0	Ground School: 40.5	Pre/Post Flight: 0.75	Other: 0	Total Charges: 1191.66
	State and Local Sales Tax: 0.00				Reporting Period Cost: 1191.66	
Cumulative	Dual: 3	Solo: 0	Ground School: 40.5	Pre/Post Flight: 0.75	Other: 0	Total Charges: 1191.66

Remarks

Status



Tasks Margin Help

Non-Flight Flight

VA-ONCE will calculate the amount of training done in this period and the cumulative amount for the course.



10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
3	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Title

Save

Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax					0.00	Reporting Period Cost
					0.00	1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Status

Remarks

Tasks Margin Help

Non-Flight

Flight

Click **Complete** and the 2 will turn into a 3. Verify all information is accurate then click on **Submit**. Number changes to 4.



10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Cert List  
Selected Cert

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
L3	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Title

Save

Cancel

INST. 08/01/2005 08/31/2005  Signature on File  
Course Name Reporting Period Begin Reporting Period End

This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax					0.00	Reporting Period Cost
					0.00	1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Remarks

Status



To print Certification, highlight the Cert you want to print then click **Print**. Scroll down and click **Selected Cert**.

DRAFT  
 Monthly Certification of Flight Training VA-ONCE ver.P016 - Chapter 30  
 (Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or 1607,  
 Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

VA File No.	Reporting Period
<b>654321789-</b>	Beginning: <b>08/01/2005</b>
	Ending: <b>08/31/2005</b>

Student Information  
**VETERAN, IAM A**  
**1234 MILITARY LANE**  
**HURRICANE, FL 54365**

Name of Current Course	Completion/Termination
<b>Instrument Rating</b>	

Flight Instruction Furnished for Current Course During Reporting Period

Type of Instruction	HP	Hrs	Rate	Amount
<b>Pa-28-161-D</b>	<b>160</b>	<b>3</b>	<b>\$138.45</b>	<b>\$415.35</b>
<b>Instrument GS</b>	<b>0</b>	<b>40.5</b>	<b>\$18.52</b>	<b>\$750.06</b>
<b>Briefing</b>	<b>0</b>	<b>0.75</b>	<b>\$35.00</b>	<b>\$26.25</b>

Student Cost For Instructions During This Reporting Period...	\$1,191.66
State and Local Taxes. (If Applicable).....	\$.00
Total Cost to Student This Reporting Period.....	\$1,191.66
Total Student Cost Through End Of Reporting Period.....	\$1,191.66

Summary of Total Hours In Course Through End Of Reporting Period

Type of Instruction	Maximum Approved	Hours To Date
Dual	39.5	3
Ground	40.5	40.5
Solo	0	0
Other	0	0
Pre/Post	9.85	0.75

Student Medical Certificate	Date of Last Examination
<b>I</b>	<b>07/25/2005</b>

On the toolbar, go to **File**, scroll down and click on **Print**

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
▼	2 INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
▼	L 2 INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save Cancel

INST.	08/01/2005	08/31/2005	<input checked="" type="checkbox"/> Signature on File				
Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	40.5	0.75	0	1191.66	
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges		
State and Local Sales Tax				0.00	Reporting Period Cost	1191.66	
Cumulative	3	0	40.5	0.75	0	1191.66	
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges		

Complete	Terminate
----------	-----------

To complete or terminate a student, click on the arrow next to the status box then scroll down and click **Complete** or **Terminate**.



10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All Course Name All Status All Facility Code to Begin Date Range End Date Range **Filter**

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
2	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save

Cancel

INST.	08/01/2005	08/31/2005	<input checked="" type="checkbox"/> Signature on File				
Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	40.5	0.75	0	1191.66	
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges		
State and Local Sales Tax				0.00	Reporting Period Cost	1191.66	
Cumulative	3	0	40.5	0.75	0	1191.66	
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges		
Terminate	08/31/2005	Remarks					
Status	Termination Date						

Tasks Margin Help

Non-Flight

Flight

Enter the completed or termination date. Remarks can be added in the remarks box on the bottom right (limit 50 characters).

DRAFT  
 Monthly Certification of Flight Training VA-ONCE ver.P016 - Chapter 30  
 (Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or 1607,  
 Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

VA File No.  
654321789-

Reporting Period  
 Beginning: 08/01/2005  
 Ending: 08/31/2005

Student Information  
**VETERAN, IAM A**  
**1234 MILITARY LANE**  
**HURRICANE, FL 54365**

Name of Current Course  
**Instrument Rating**

Completion/Termination  
**08/31/2005**

Flight Instruction Furnished for Current Course During Reporting Period

Type of Instruction	HP	Hrs	Rate	Amount
<b>Pa-28-161-D</b>	<b>160</b>	<b>3</b>	<b>\$138.45</b>	<b>\$415.35</b>
<b>Briefing</b>	<b>0</b>	<b>0.75</b>	<b>\$35.00</b>	<b>\$26.25</b>
<b>Instrument GS</b>	<b>0</b>	<b>40.5</b>	<b>\$18.52</b>	<b>\$750.06</b>

Student Cost For Instructions During This Reporting Period...	<b>\$1,191.66</b>
State and Local Taxes. (If Applicable).....	<b>\$ .00</b>
Total Cost to Student This Reporting Period.....	<b>\$1,191.66</b>
Total Student Cost Through End Of Reporting Period.....	<b>\$1,191.66</b>

Summary of Total Hours In Course Through End Of Reporting Period

Type of Instruction	Maximum Approved	Hours To Date
Dual	39.5	3
Ground	40.5	40.5
Solo	0	0
Other	0	0
Pre/Post	9.85	0.75

Student Medical Certificate  
**I**

Date of Last Examination  
**07/25/2005**

The completion/termination date will appear in the upper right quadrant of the Printed Certification



10susanhensley  
2-5-2573-10



## Select Student


Search by

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

To print a group of Certs click on **Reports**



**VA-ONCE** Print

10susanhensley  
2-5-2573-10

**Select Cert for Printing**

All Facility Code and Chapter Type and All **Filter** **Reset**

9/24/2005 to 9/24/2005 Date Range

0 records found

SSN	File	Chapt	Cert Id	Submtd Dt	Cert Type
No Certs found for this combination of filters					

Tasks Margin Help

Select  
Admin  
Reports  
Logout

Select Cert type by clicking on the arrow in the Cert Type box then scroll down and click on Flight Cert.



10susammensky  
2-5-2573-10

Print

### Select Cert for Printing

All    
 Facility Code and ALL Cert Type and  
 9/24/2005 to 9/24/2005 Date Range

- 30
- 31
- 32
- 35
- 1606
- 901
- 903
- All

0 records found

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	-----------	-----------

No Certs found for this combination of filters



Tasks Margin Help

Click on the Chapter you wish to filter



10susanhensley  
2-5-2573-10



Tasks Margin Help

## Select Cert for Printing

Facility Code and  
 Cert Type and  
 Chapter Type and

to   
 Date Range

0 records found

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Chapt	Cert Id	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	-------	---------	-----------	-----------

No Certs found for this combination of filters



Enter the date range for the submitted Certs. Cannot be more than 5 days.  
Click **Filter**. To Print, click on box near the certs then click **Print**.



10susanhensley  
2-5-2573-10



Select



Admin



Reports



Logout

## Select Cert for Printing

Facility Code and Cert Type and

to

Date Range

- 30
- 31
- 32
- 35
- 1606
- 901
- 903
- All

0 records found


<input type="checkbox"/>	SSN	File #	Last Name	First Name	C	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	---	-----------	-----------

No Certs found for this combination of filters


Tasks Margin Help

To batch print submitted enrollments, follow the same process

**VA-ONCE**  
10susanhensley  
2-5-2573-10

**Student School Detail** Print 

**Select Student**

Se  Starts With  Search


Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to  ALL

Date Range or Days until Cert Training Time Prior Credit Active Duty

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

Tasks Margin Help

https://vaonce.vba.va.gov/vaonce\_student/student\_select.asp#

To Deactivate a student, highlight the student, click **Student** then scroll down and click **Deactivate**.



10susanhensley  
2-5-2573-10

Student School Detail

Print

## Select Student

Search by

Search Type Search Range Search Text

<input type="text" value="Inactive"/>	<input type="text" value="RAA (2-5-2573-10)"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="316"/>
<small>Status and</small>	<small>Facility Code and</small>	<small>Chapter and</small>	<small>Training Type and</small>	<small>Program and</small>	<small>RPO</small>
<input type="text"/>	to <input type="text"/>	<input type="text" value="ALL"/>	<input type="text" value="All"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
<small>Date Range or</small>	<small>Days until Cert End or</small>	<small>Training Time</small>	<small>Prior Credit</small>	<small>Active Duty</small>	<input type="button" value="Filter"/>
					<input type="button" value="Reset"/>

0 records found

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
-----	--------	-------	-----------	------------	-------	---------	-----------	---------------	--

No Students found for this combination of filters



Tasks Margin Help

Done

To Activate a student, enter student's name and status then click **Filter**



10susanhensley  
2-6-2573-10



## Student School Detail

## Select Student

Adopt  
Access  
Delete  
Undelete  
**Activate**  
Deactivate  
Change SSN

Starts With

Search Range

Search Text

Search

Clear

Status and

Facility Code and

Chapter and

Training Type and

Program and

RPO

 to   
Date Range or

ALL

All

ALL

ALL

Filter

Days until Cert

End or

All

ALL

ALL

Reset

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

Tasks Margin Help

Highlight the student name, click on **Student**  
then scroll down and click **Activate**.

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



Bio

Certs

VA Data

Log

History



Salutation	First Name*	Middle Name	Last Name*	Suffix
	IAM	A	VETERAN	
654-32-1789				Address* Location Domestic
SSN*	Student ID	1234 MILITARY LANE		
654-32-1789	00 (Vet)	30		
File Number*	Payee#	Chapter*	HURRICANE FL	
FLIGHT			City*	State*
Training Type*	RAA 2-5-2573-1		54365	
School Short Name	Facility Code	Zip* Zip Suffix		
Instrument Rating			(432)876-9845	
Program*			Phone	Extension
<b>Flight Information</b>		Email		
<input type="checkbox"/> Guest Student	<input type="checkbox"/> Active Duty	Notes		
Primary School Name				
User Def 1	User Def 2	User Def 3	User Def 4 <input type="checkbox"/>	

Click on History to view all activity on VA-ONCE for a student